



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
National Cancer Institute
Bethesda, Maryland 20892

TO: Office of Information and Regulatory Affairs,
Office of Management and Budget

THRU: Department of Health and Human Services
Office of the Chief Information Officer
Office of Resources Management

FROM: Mikia Currie
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SUBJECT: Non-substantive change request for 0925-0627 Title: GENERIC CLEARANCE FOR SURVEYS OF THE OFFICE OF EXTRAMURAL RESEARCH (OD) Expiration Date: 02/28/2014

The burden hours and responses approved for this ICR represents the annual total and not total for the 3 year approval period. Please add 294,600 responses and 74,010 hours to the inventory. Thanks

ESTIMATED ANNUAL HOURS OF BURDEN

Quantitative survey, e.g. email/mail survey measuring customer satisfaction (see Table A12-1.a., below):

- 9,820 respondents = total number of respondents per survey
- 15 minutes = average time per response to each email/mail surveys
- 1 response = annual frequency of response per survey
- 2,455 hours = total hours of burden per quantitative survey
- 24,550 hours = total hours of burden per year based on 10 quantitative surveys

Qualitative survey, e.g. focus group on customer satisfaction(see Table A12-1.b., below):

- 30 respondents = total number of focus group members per survey
- 1 hour = average time per focus group
- 1 response = annual frequency of response per survey
- 30 hours = total hours of burden per qualitative survey
- 120 hours = total hours of burden per year based on 4 qualitative surveys

TABLE A12-1.a. ESTIMATED ANNUAL HOURS OF BURDEN PER
QUANTITATIVE SURVEY

Type of Respondents	Number of Respondents	Frequency of Response	Average Time per Response (in hours)	Annual Hours of Burden Per Survey
Science professionals – applicants, reviewers, Institutional Officials	3,820	1	0.25	955
Adult science trainees	2,000	1	0.25	500
General public	4,000	1	0.25	1,000
Totals	9,820	1	0.25	2,455

TABLE A12-1.b. ESTIMATED ANNUAL HOURS OF BURDEN PER
QUALITATIVE SURVEY

Type of Respondents	Number of Respondents	Frequency of Response	Average Time per Response (in hours)	Annual Hours of Burden Per Survey
Science professionals – applicants, reviewers, Institutional Officials	12	1	1	12
Adult science trainees	6	1	1	6
General public	12	1	1	12
Totals	30	1	1	30